

## THE NAVAJO NATION

## Department of Personnel Management

REQUISITION NO: DNR05821049  
 POSITION NO: 244054  
 POSITION TITLE: \_\_\_\_\_

DATE POSTED: 05/10/21

CLOSING DATE: Open Until Filled (OUF)

|                             |                                     |   |  |                     |              |
|-----------------------------|-------------------------------------|---|--|---------------------|--------------|
| DEPARTMENT NAME / WORKSITE: |                                     | DNR / Parks and Recreation Department /TeecNosPos, AZ |  |                     |              |
| WORK DAYS:                  | <u>Varies</u>                       | REGULAR FULL TIME:                                    | <input type="checkbox"/>                       | GRADE/STEP:         | <u>BJ59A</u> |
| WORK HOURS:                 | <u>Varies</u>                       | PART TIME:  | <input type="checkbox"/> NO. OF HRS./WK.:      | \$ <u>29,127.60</u> | PER ANNUM    |
| SENSITIVE                   | <input checked="" type="checkbox"/> | SEASONAL:   | <input checked="" type="checkbox"/> DURATION : | \$ <u>13.95</u>     | PER HOUR     |
| NON-SENSITIVE               | <input type="checkbox"/>            | TEMPORARY:  | <input type="checkbox"/>                       |                     |              |

Supervisor will prepare work schedule, supervise the Fee Collectors and coordinates the daily fee collection operation, to maintain and be responsible for the accountability of cash collected on daily basis; prepare the work schedules, assignments and the reports with each staff; orient staff on the policies and procedures, department operation, the duties and responsibilities of fee collector position; will verify shift reports on funds collected, reconcile cash and checks with cash register tapes and submit final daily cash reports; prepare bank deposits daily; prepare and submit daily, monthly, and yearly revenue and visitation reports/statistics.

Respond to requests for information from visitors and provide information regarding pertinent rules and regulation, policies and procedures related to the tribal parks; provides general park information to visitors, customers and general public on tribal parks and recreation area.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

- High School Diploma/GED; and two (2) years of bookkeeping and accounting experience, one (1) of which must have been in a lead or supervisory role; or an equivalent combination of education or experience.

- Possess a valid state driver's license.
- A favorable background investigation.

**Special Knowledge, Skills and Abilities:**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**